CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 523.8

Job Title: **ELECTRICAL SUPERINTENDENT**

Pay Grade: 27

GENERAL SUMMARY:

Manages personnel and resources in developing, implementing and monitoring in-house electrical construction projects.

RESPONSIBILITIES:

- Manages personnel and resources in developing and implementing in-house electrical construction projects.
- Recommends upgrading of electrical equipment, if necessary.
- May obtain and retract electrical permits.
- Develops and prepares operating budget.
- Reviews electrical plans for department and tenant projects.
- Evaluates department's electrical facilities. Develops five-year plan for specific projects.
- Serves as member of ad hoc committees and task forces for developing project-planning procedures.
- Establishes goals and evaluates section performance. Develops and evaluates subordinates.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school degree or a GED certificate. Requires successful completion of an apprentice electrician program approved by the Bureau of Apprenticeship and Training or the equivalent as recognized by the Electrical Safety and Licensing Advisory Board.

EXPERIENCE:
Seven years of journey-level electrician experience, including two years of supervisory experience, are required.

A Bachelor's degree in Electrical Engineering may be substituted for two years of the experience requirement.

CERTIFICATION/LICENSE:
A valid State of Texas Journeyman Electrician License is required.

Requires a valid State of Texas Master Electrician License if the position is responsible for obtaining and retracting electrical permits.

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and nonsupervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Electrician Apprentice
Electrician
Assistant Electrical Supervisor
Electrical Supervisor
Electrical Superintendent

Effective: October 1990
Revised: September 2004
Revised: July 2025